

## DEPARTMENT OF HEALTH SERVICES

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June 3, 1983

To: All County Welfare Directors

Letter No. 83-41

## CLARIFICATION OF ACWD LETTER NO. 83-15

The Department has been requested to provide further clarification and detail to ACWD Letter No. 83-15 regarding changes to the 14-digit identifier.

The Department discourages any unnecessary changes to the 14-digit identifier since changes will adversely affect the many subsystems which track information by use of the identifier.

The Department only requires written notification and creation of a Cross Reference File for those changes when a conscious effort is made to change the serial, FBU, and/or person's number segment of the Medi-Cal identification number for all or a substantial part of the Medi-Cal population. Two examples of such changes would be a new assignment of person numbers to distinguish children from adult case members based on ranges of person numbers or a case data system number conversion which affects the Medi-Cal identification numbers of the total Medi-Cal population for a county. Changes to the identifier brought about by normal daily activity will not fall into the above category.

All counties, both MEDS and non-MEDS, are required to provide written notification for these changes. The requirement for MEDS counties will be omitted in the future when MEDS capabilities are extended to provide this information to the many subsystems which depend on the 14-digit identifier. The MEDS counties will be notified when this requirement is no longer necessary.

In addition, our Benefits Review Unit (BRU) on occasions has made changes to the Medi-Cal identification numbers (i.e., if FBU is missing or consists of two digits, BRU would insert a zero or omit the first digit of a two digit entry). This will no longer be the procedure. If incorrect or incomplete identification numbers are submitted, BRU will now return the MC 177 for correction. This change of procedure will further ensure the accuracy of the Medi-Cal identification number assigned.

If you have any questions, please contact Mel Uchida at (916) 445-1912.

Sincerely,

ORIGINAL SIGNED BY

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